

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Overseas Employment Certificate

I am writing to formally apply for an Overseas Employment Certificate (OEC). I am a [Your Job Title/Position] with [Number] years of experience in [Your Industry/Field]. I have secured a job offer from [Employer's Name] located in [Country].

Enclosed are the required documents to support my application:

1. Copy of my valid passport
2. Employment contract
3. Proof of prior employment
4. [Any additional documents]

I have thoroughly reviewed the requirements and understand the process involved in obtaining the OEC. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]